

# AFO 271 – Print parameters control

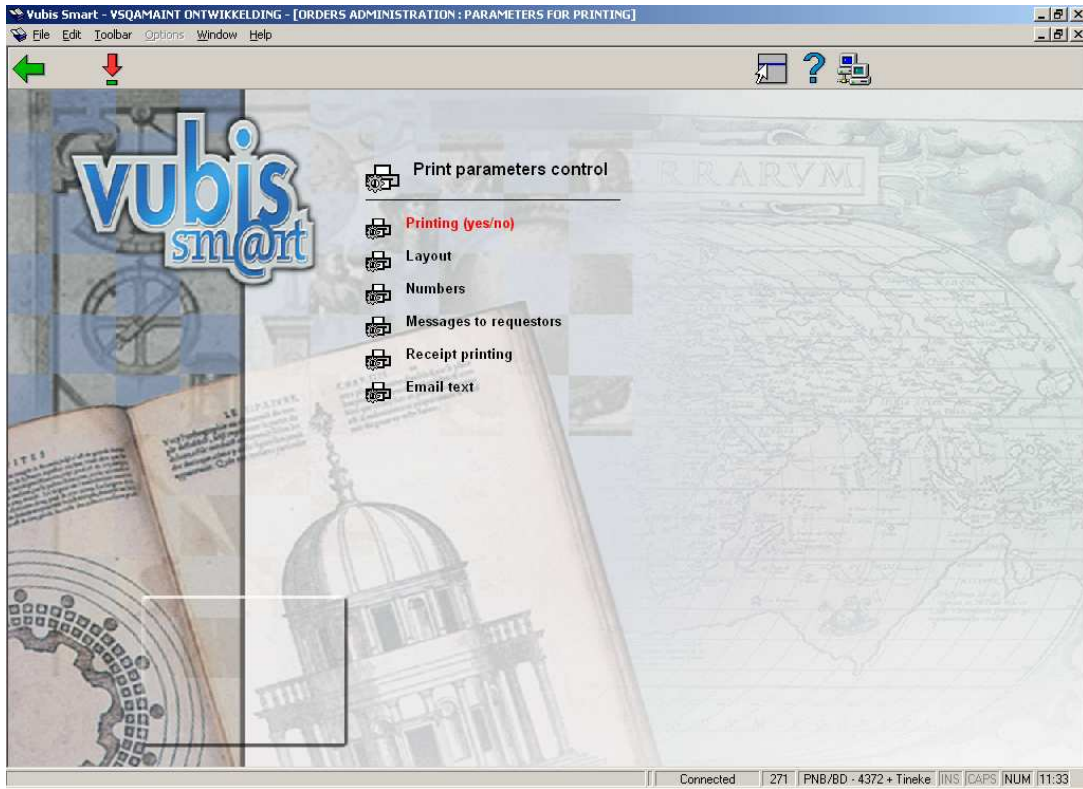
## 271.1 Introduction

The acquisitions module is highly parameterised. A lot of the parameters, especially with regard to printing, can be set interactively. The following options are offered:

- Printing (yes/no)
  - For each order type in combination with each printout type, you can specify whether or not prints must be generated. If you set this parameter to 'No' for a certain type, then the setting of other parameters becomes irrelevant for that type.
  
- Layout
  - You can design your own layouts for the acquisitions module. This does not only include the texts and general layouts, but also the contents.
  
  - On top of that you can design different layouts for each type of printout (like order forms, claims, cancellation notices) in combination with different types of recipients (supplier, staff, requestor).
  
- Numbers
  - The number of notices to be printed is 'free'. You can make any combination between type of printout and recipient (like two order forms for a supplier plus one each for requestor and staff).
  
- Messages to requestors
  - Here you can set if requestors must always be notified for a particular type of printout.
  
- Receipt printing
  - parameters that specifically deal with printing receipt notices.

## 271.2 Parameter maintenance

After choosing AFO 271 a menu is displayed:



These options are described in the next paragraphs.

## 271.2.1 Printing (yes/no)

When you choose this option an overview screen is displayed with the settings for each order type in combination with all types of printouts:

Vubis Smart - Geac - [ORDERS ADMINISTRATION : PARAMETERS FOR PRINTING]

File Edit Toolbar Options Window Help

Printing (1=yes / 0=no) for types :

6	GEVS	gift ext. series	1:1:1:1:1:1:1:1:1:1
7	GSSR	gift (retro)	1:1:1:1:1:1:1:1:1:1
8	GSSS	gift	1:1:1:1:1:1:1:1:1:1
9	GSTR	gift periodical (retro)	1:1:1:1:1:1:1:1:1:1
10	GSTS	gift periodical	1:1:1:1:1:1:1:1:1:1
11	GSVR	gift series (retro)	1:1:1:1:1:1:1:1:1:1
12	GSVS	gift series	1:1:1:1:1:1:1:1:1:1
13	RESR	regularization ext. (retro)	1:1:1:1:1:1:1:1:1:1
14	RESS	regularization ext.	1:1:1:1:1:1:1:1:1:1
15	RETR	regularization ext. periodical (retro)	1:1:1:1:1:1:1:1:1:1
16	RETS	regularization ext. periodical	1:1:1:1:1:1:1:1:1:1
17	REVR	regularization ext. series (retro)	1:1:1:1:1:1:1:1:1:1
18	REVS	regularization ext. series	1:1:1:1:1:1:1:1:1:1
19	RSSR	regularization (retro)	1:1:1:1:1:1:1:1:1:1
20	RSSS	regularization	1:1:1:1:1:1:1:1:1:1
21	RSTR	regularization periodical (retro)	1:1:1:1:1:1:1:1:1:1
22	RSTS	regularization periodical	1:1:1:1:1:1:1:1:1:1
23	RSVR	regularization series (retro)	1:1:1:1:1:1:1:1:1:1
24	RSVS	regularization series	1:1:1:1:1:1:1:1:1:1
25	SESR	standard ext. (retro)	1:1:1:1:1:1:1:1:1:1
26	SESS	standard ext.	1:1:1:1:1:1:1:1:1:1
27	SETR	standard ext. periodical (retro)	1:1:1:1:1:1:1:1:1:1
28	SETS	standard ext. periodical	1:1:1:1:1:1:1:1:1:1
29	SEVR	standard ext. series (retro)	1:1:1:1:1:1:1:1:1:1
30	SEVS	standard ext. series	1:1:1:1:1:1:1:1:1:1
31	SSSR	standard (retro)	1:1:1:1:1:1:1:1:1:1
32	SSSS	standard	1:1:1:1:1:1:1:1:1:1
33	SSTR	standard periodical (retro)	1:1:1:1:1:1:1:1:1:1
34	SSTS	standard periodical	1:1:1:1:1:1:1:1:1:1
35	SSVR	standard series (retro)	1:1:1:1:1:1:1:1:1:1

Connected 271 PNB/BD - 2 - 3728 JNS CAPS NUM 13.25

## Columns on this screen

**Order type:** The 48 order types that are valid in Vubis Smart.

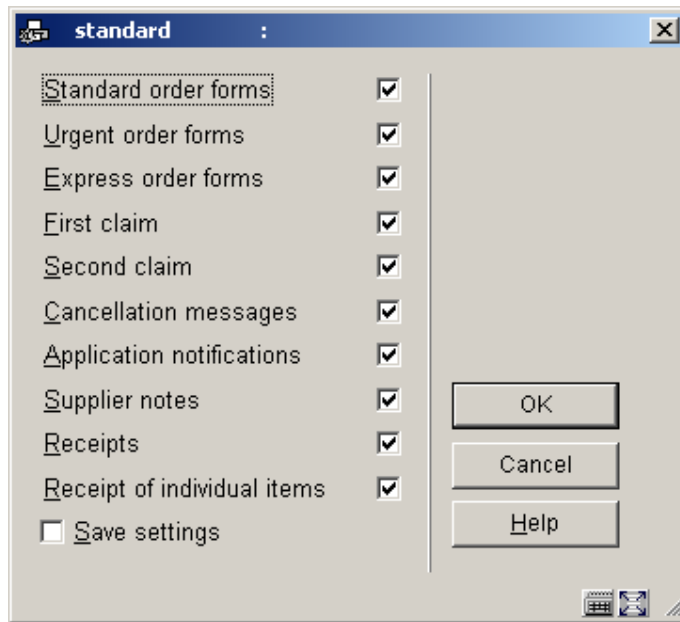
**Description:** The description of the order types.

**Print Y/N:** The ten numbers denote whether or not printouts must be generated for each of the ten types of printouts (see the relevant section of AFO 251 for more information). A 1 means "Yes", a 0 means "No".

## Options on this screen

**Choose line no (+):** Select a line (order type) and click on this icon to set whether or not printouts must be generated

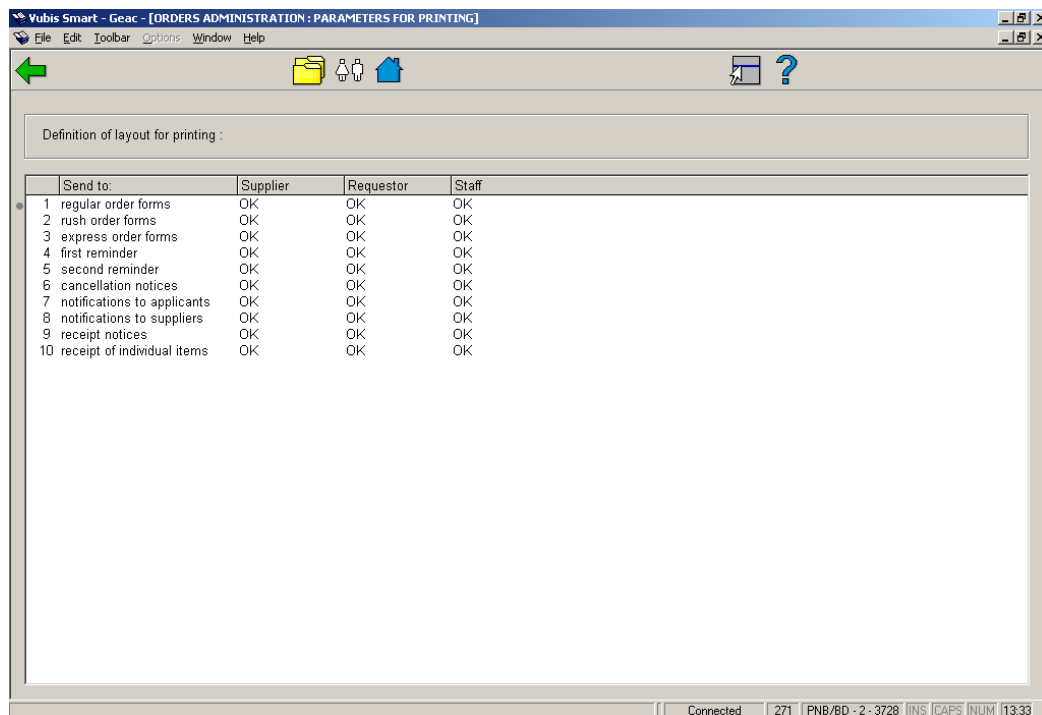
The following input form will be presented:



You can now set the parameters by ticking the relevant boxes.

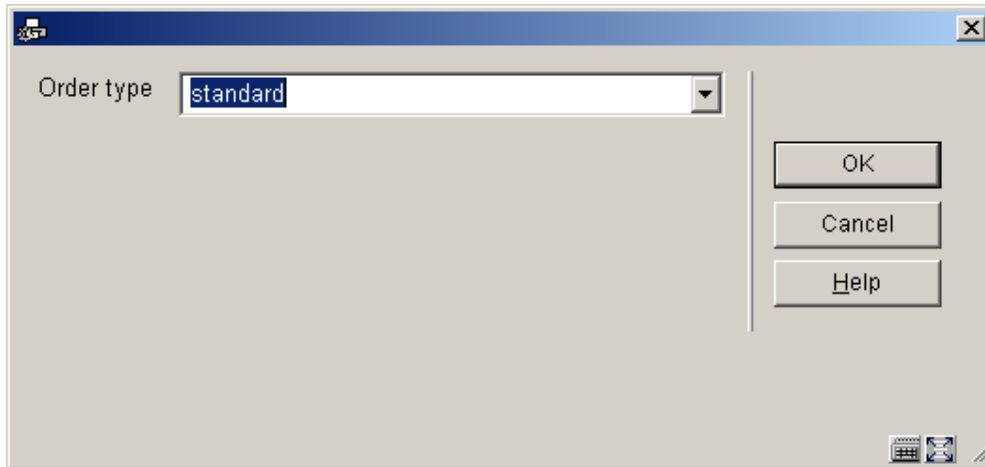
## 271.2.2 Layout

When you choose this option an overview screen will be displayed with all ten types of printouts in combination with all types of recipient. The options will be discussed in section 271.3.



## 271.2.3 Numbers

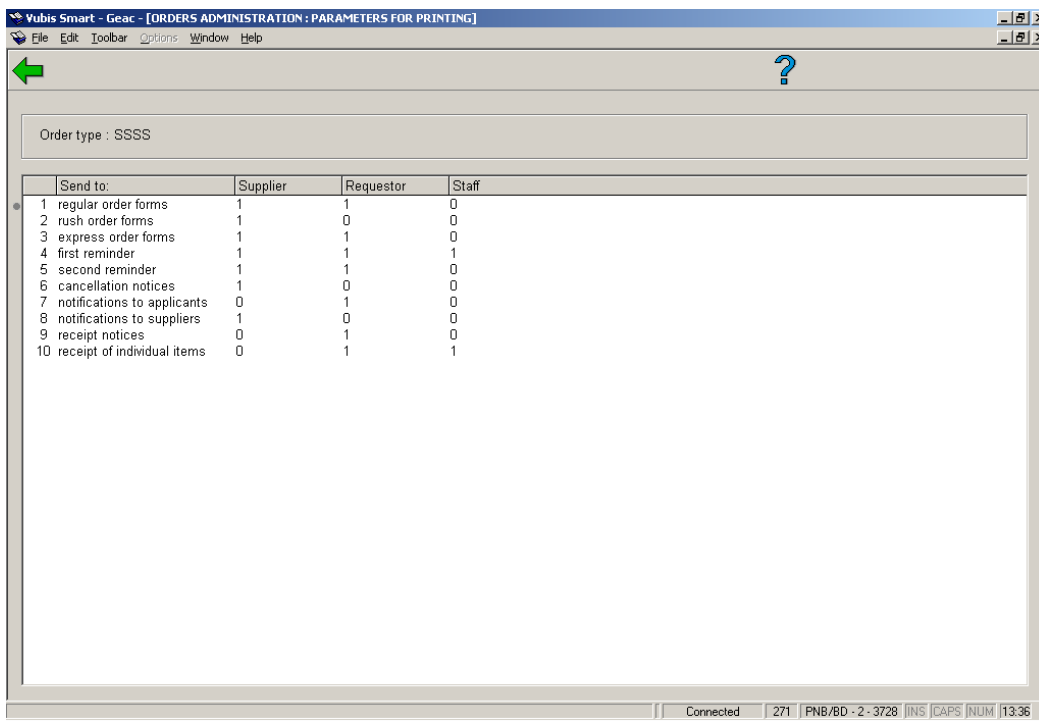
When you choose this option the following form will be displayed:



A dialog box titled "Order type" with a dropdown menu showing "standard". To the right are three buttons: "OK", "Cancel", and "Help".

Choose an order type from the dropdown list and click **OK**.

An overview screen will be displayed with the numbers for each combination of type of printout and recipient:



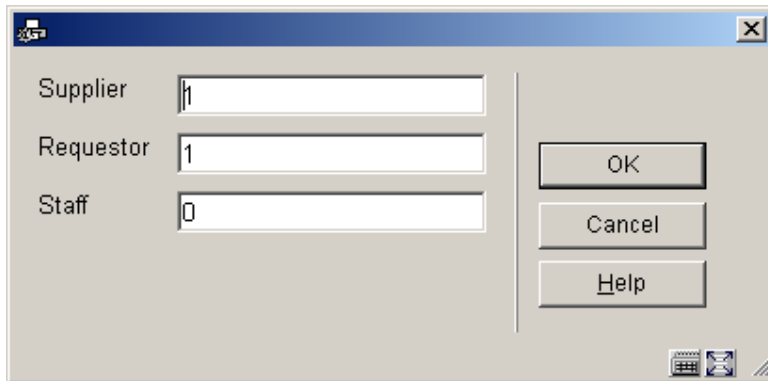
Yubis Smart - Geac - [ORDERS ADMINISTRATION: PARAMETERS FOR PRINTING]

Order type : SSSS

Send to:	Supplier	Requestor	Staff
1 regular order forms	1	1	0
2 rush order forms	1	0	0
3 express order forms	1	1	0
4 first reminder	1	1	1
5 second reminder	1	1	0
6 cancellation notices	1	0	0
7 notifications to applicants	0	1	0
8 notifications to suppliers	1	0	0
9 receipt notices	0	1	0
10 receipt of individual items	0	1	1

Connected | 271 | PNB/BD - 2 - 3728 | JWS | CAPS | NUM | 13:36

Double click on a line and the following input screen will be displayed:

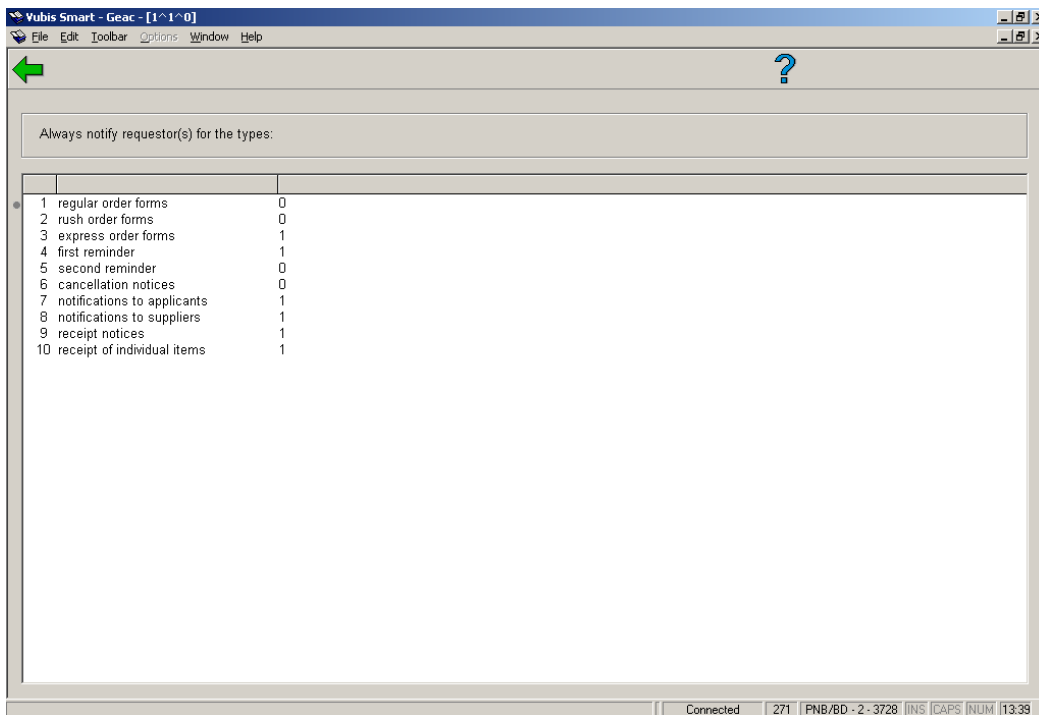


The image shows a small dialog box with a title bar. It contains three input fields: 'Supplier' with the value '1', 'Requestor' with the value '1', and 'Staff' with the value '0'. To the right of these fields are three buttons: 'OK', 'Cancel', and 'Help'. The 'Help' button has an underline under the 'H'. There are also some small icons in the bottom right corner of the dialog box.

Put in the required numbers and click **OK**.

## 271.2.4 Messages to requestors

When you choose this option an overview screen will be displayed with all ten types of printouts. With a 1 or a 0 you can set whether or not a message must be sent to requestors for a type of printout.



The image shows a window titled 'Yubis Smart - Geac - [1^1^0]'. It has a menu bar with 'File', 'Edit', 'Toolbar', 'Options', 'Window', and 'Help'. Below the menu bar is a toolbar with a green arrow pointing left and a blue question mark. The main area contains a table with the following data:

Always notify requestor(s) for the types:		
1	regular order forms	0
2	rush order forms	0
3	express order forms	1
4	first reminder	1
5	second reminder	0
6	cancellation notices	0
7	notifications to applicants	1
8	notifications to suppliers	1
9	receipt notices	1
10	receipt of individual items	1

At the bottom of the window, there is a status bar with the text: 'Connected | 271 | PNB/BD - 2 - 3728 | JNS | CAPS | NUM | 13:39'.

Double click on a line to set the required parameter (toggle between 1 and 0).

## 271.2.5 Receipt printing

Choosing this option displays an input form with five options:

The screenshot shows a dialog box titled "Receipt printing" with the following options:

- Automatically generate receipt slips
- Automatically print receipt slips
- Printer to use in AFO 221
  - Print to workstation printer
  - Ask user which printer to use
  - Generate receipt slips
- Receipt printing on only one slip
- Generate receipt slips for receipts created through invoice load process

Buttons: OK, Cancel, Help

Options:

- **Automatically generate receipt slips** – if checked, the system generates receipt slip requests (that are subsequently processed in Job 10 of AFO 252/253) for each copy received when you exit the Acquisitions receiving process. If this option is checked, the field "*Printer to use in AFO 221*" is ignored.
- **Automatically print receipt slips** – if checked, the system prints receipt slips for each copy received when you exit the Acquisitions receiving process. If this option is checked, the next field must be set to either *Print to workstation printer* or *Ask user which printer to use*.
- **Printer to use in AFO 221**, choose one of the three options:
  - Print to workstation printer
  - Ask user which printer to use.
  - Generate receipt slip
- If neither *Automatically generate receipt slips* nor *Automatically print receipt slips* field is checked, you must use the Print icon in Acquisitions receiving process to initiate either printing or generation of receipt slip requests for each copy received based on the value in the *Printer to use in AFO 221* field.

- **Generate receipt slips for receipts created through invoice load process?** – if checked, the system generates receipt slip requests (that are subsequently processed in Job 10 of AFO 252/253) during the NBD invoice load process.

**Note:**

Only one or none of the *Automatically generate receipt slips* and *Automatically print receipt slips* fields can be set.

- **Receipt printing on only one slip?** – if checked then the system will print only one slip for the whole order, with a summary that contains the information for all the copies received. This summary will include location, budget, number of items received at that location for that budget, price per item (actual amount paid), the total amount and the note for this partial order.

**Example**

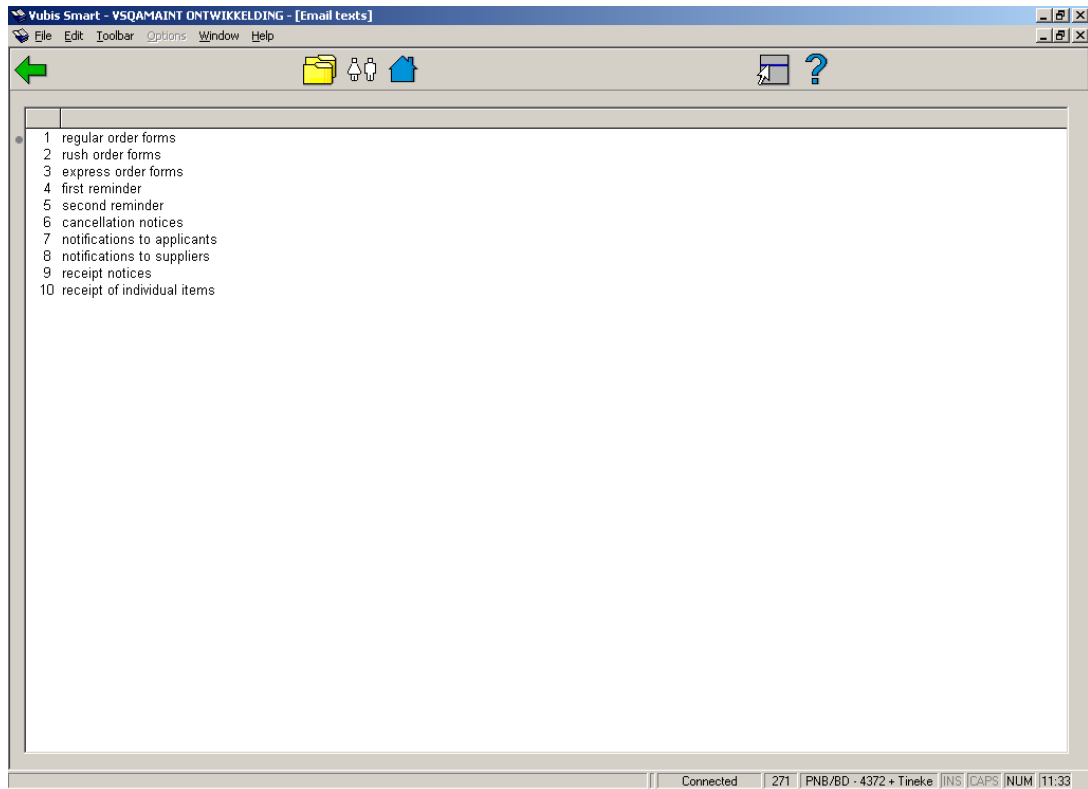
Location	Budget	Items	Price per item	Total Amount	Note
C	1000	1	5	5	
B	1001	5	5	25	
A	1002	6	5	30	note text

## 271.2.6 Email text

With this option you can define a subject line as well as additional body text for acquisitions messages sent via email. The additional body text can be some optional Introductory information.

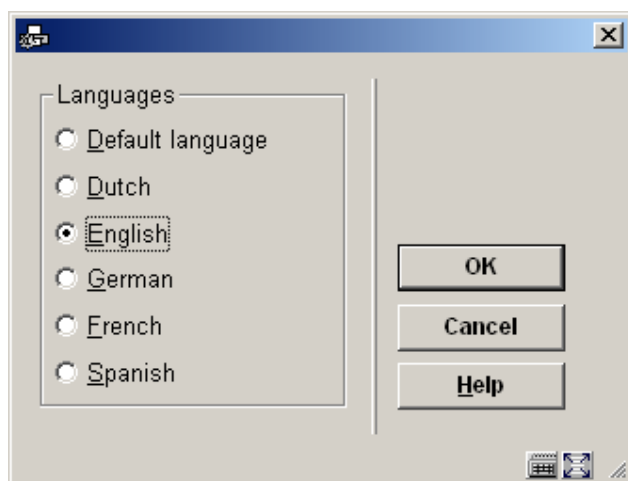
When you choose this option an overview screen will be displayed with all ten types of printouts which can be combined with all types of recipient:



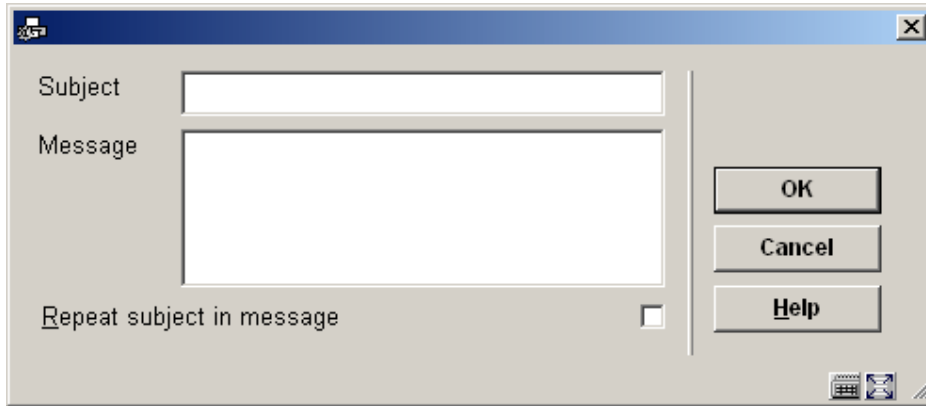


Just like under the option Layout you can define different texts for each type of recipient (supplier, requestor or staff).

After you have chosen a type of printout in combination with a recipient, a selection screen is displayed:



After choosing the required language the input form for defining subject line and additional text appears:



### Fields on the screen

**Subject:** This text appears in the Subject field of the email.

**Message:** This text appears at the beginning of the email body followed by the information as defined in the layout. Enter the character '|' to indicate new line/line break within the message body.

**Repeat subject in message:** when the checkbox is on, the text from the subject field will be also included as the first line in the email body.

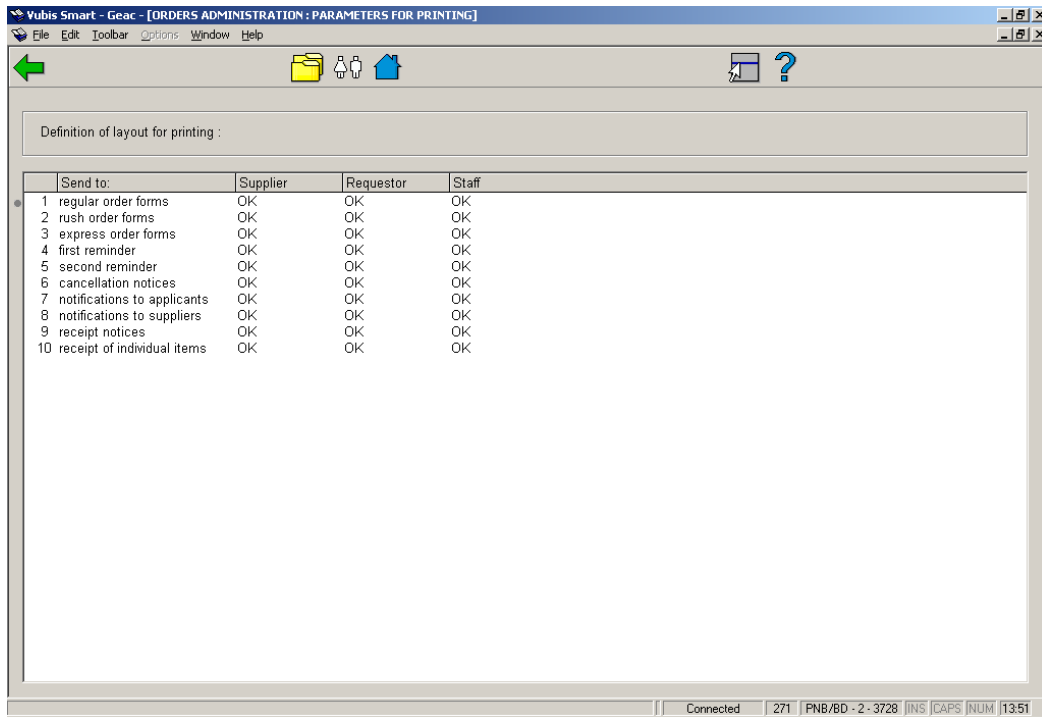
If texts have been defined for the language code assigned to the supplier, then these texts are used for the email. Else the system will use the Default language texts for the subject & body.

## 271.3 Layout

Important is that the system can generate order forms (every order on a separate page) or order lists (multiple orders on one page). This (forms or lists) applies to all types of printouts.

The system supports three types of order print forms: regular, rush and express. Because of this distinction it is possible to differentiate between urgent and less urgent orders (e.g. regular orders can be printed once a week and for more urgent orders "rush" or "express" is used so they can be printed daily). The combination of ten types of printouts and three recipients potentially gives thirty types of printouts.

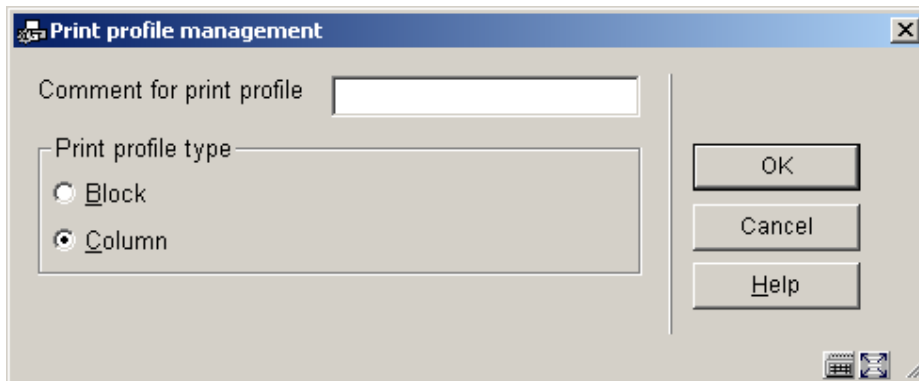
After choosing the option 'Layout' from the main menu in AFO 271 an overview screen is displayed with all ten types of printouts in combination with all types of recipient. The 'OK' denotes that a layout has been defined for a particular combination.



## Options on this screen

### Print for supplier (+)

Select a type of printout and click this icon to design the layout of this printout for the supplier. When doing this for a new layout the system will display the following input forms:



- **Print profile type:** choose “Blocks” to have the data printed in blocks for each title (order information will be displayed in blocks containing a line for each element defined) or “Columns”(order information will be displayed in columns containing the various data elements for all orders).

Printing profile : SSP-ACQ-BONE-L - Layout and pagination

Lines per page	60
Characters per line	70
Left margin	3
Top margin	2
Bottom margin	2
Page numbers (N(o)/B(top)/O(bottom))	n
Place of pagination	C

OK  
Cancel  
Help

This input form deals with the various setting for the page layout. The options for **Place of pagination** are: C (center), L (left), or R (right); they have no effect if the previous option (**Page numbers**) is set to 'N'.

Languages

- Default language
- Dutch
- English
- German
- French
- Spanish

OK  
Cancel  
Help

This input form allows you to define text for top and bottom of the forms in various languages. After choosing a language and clicking **OK** the form is presented:

**Texts at top and bottom**

Texts at top

Line 1

Line 2

Line 3

Line 4

Line 5

Line 6

Centre

---

Texts at bottom

Line 1

Line 2

Line 3

Line 4

Line 5


Line 6

Centre

OK

Cancel

Help



Enter texts as appropriate and repeat this for as many languages as necessary. When you have finished this section click **Cancel** to proceed to the next form:

Print profile : SSP-ACQ-BONE-L - General structure

No columns/blocks: 3

Separate data: N

Separate blocks with blank line:

Split data after max.: 99

Lines: 30

Switch to new page: FF

Save settings

OK

Cancel

Help

This form deals with the general characteristics of the order (or claim or cancellation) notice.

The **No columns/blocks option** allows you to define the number of columns or blocks (depending on the choice you made on the first screen) containing data such as title, order number, price etc. you want to print on the order (or claim or cancellation) notice.

Next you are prompted with this input form:

Data for column/block 2

Data in column/block: Title

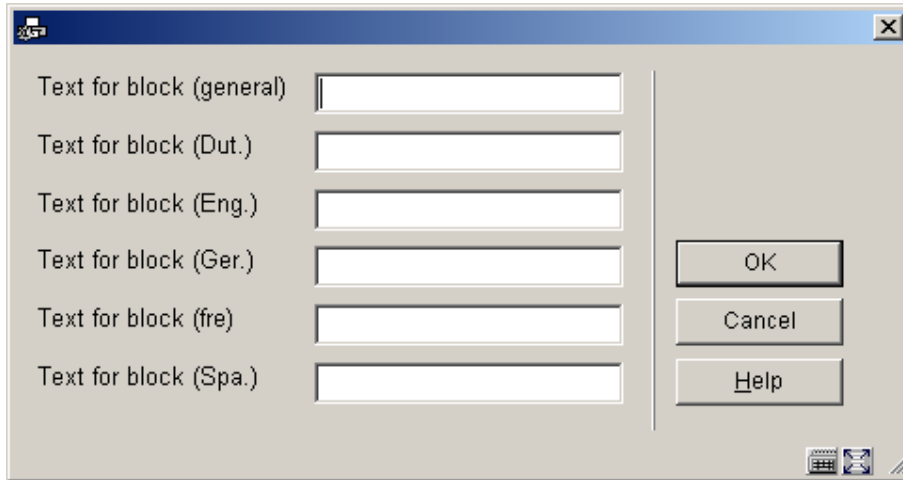
OK

Cancel

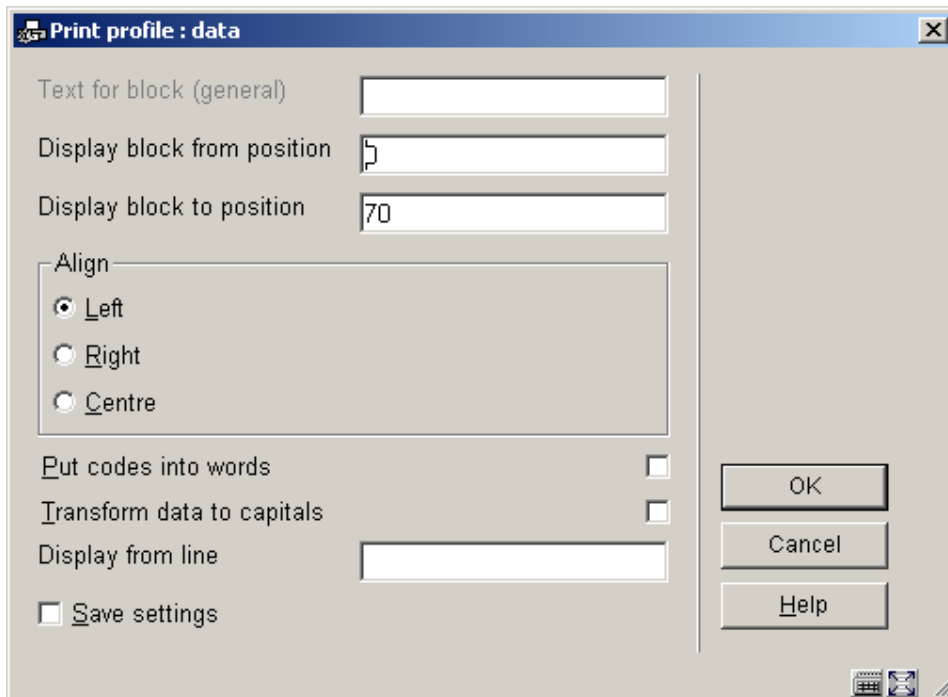
Help

Choose the appropriate data element from the dropdown list and click **OK**.

The next input form allows you to define labels (Blocks) or headers (Columns) for the chosen data element in several languages:



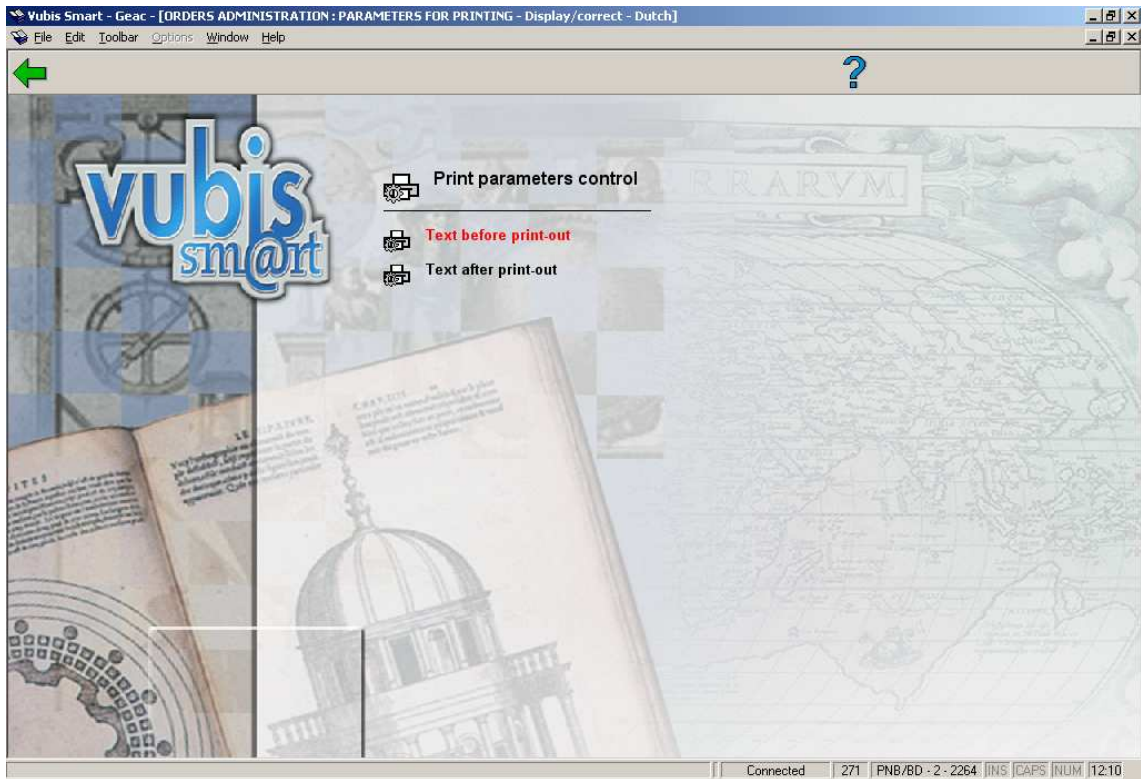
After which you are prompted for more parameters regarding the positioning etc. of this data element:



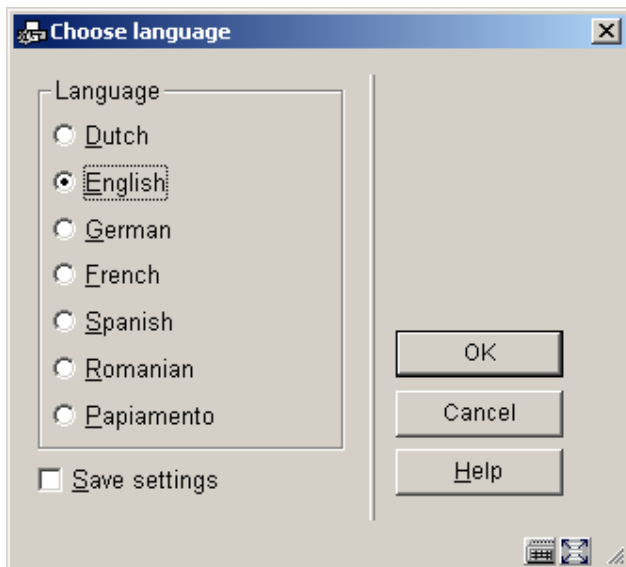
The system will repeat this prompt for the number of blocks/columns you specified in the earlier screen.

When you have finished the system will display a screen similar to the example below. You must now complete the layout by amending the following sections.

**Free text:** when you select this a new menu is displayed:

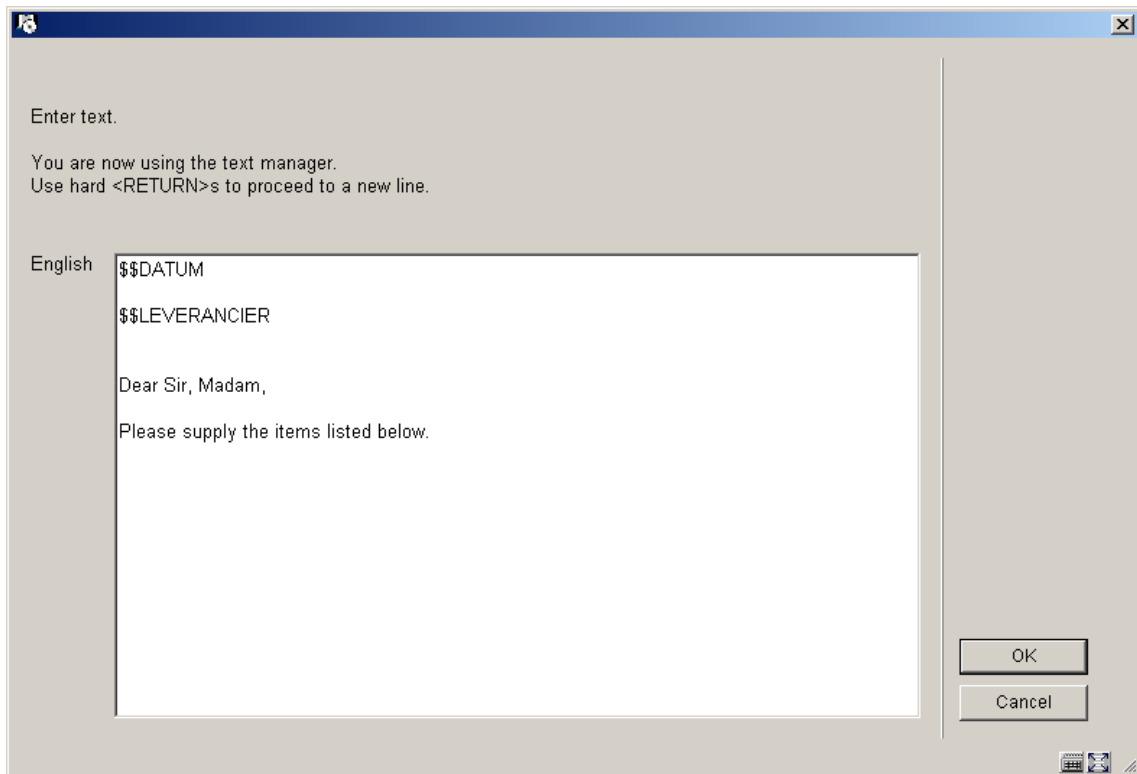


Choose **Text before print-out** to define the text that will appear at the beginning of a letter. Again you can do this for several languages:



After choosing a language you are presented with an editor window:



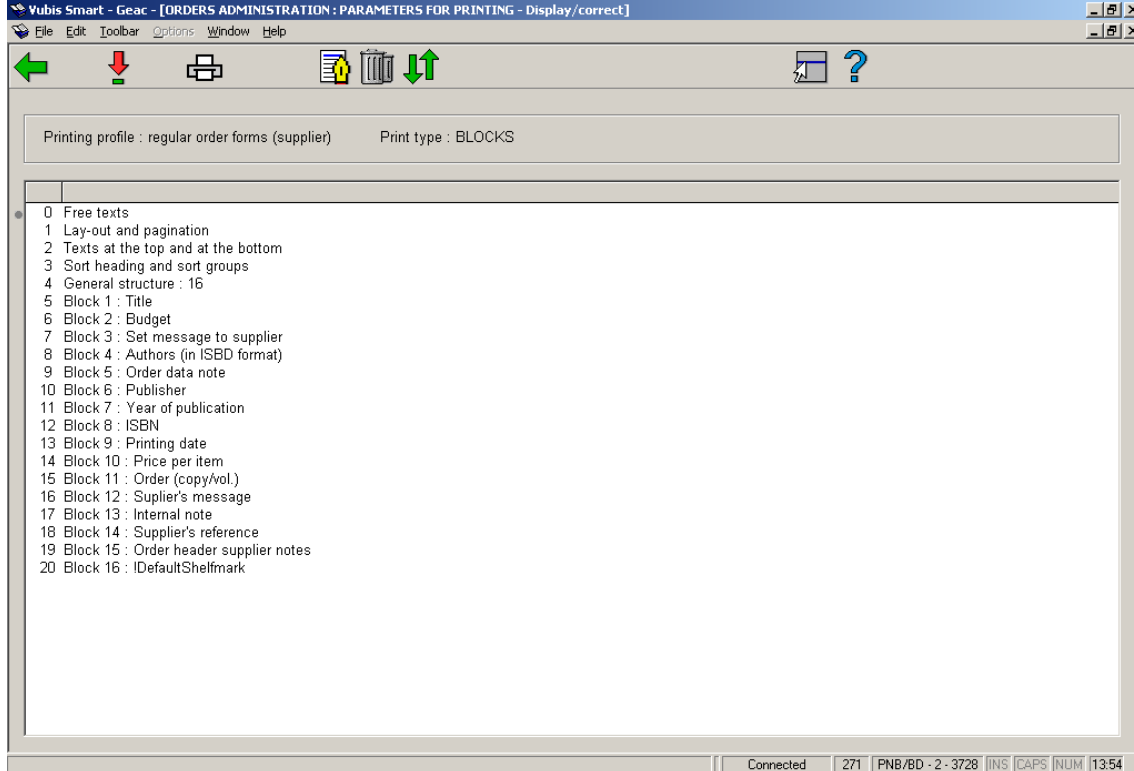


Enter texts as appropriate and repeat this for as many languages as necessary. When you have finished this section click **Cancel** to return to the menu. Then repeat this for **Text after print-out** to define the text that will appear at the bottom of a letter.

Valid codes to be used here are:

- **\$\$DATUM:** To add 'today's' date to a letter.
- **\$\$LEVERANCIER:** To add the Supplier name and address to a letter. This will be taken from the definition in AFO 241.
- **\$\$AANVRAGER:** To add the Requester details to a Requester notice. The details will be taken from the definitions in AFO482 – Borrower Address SSP Print Setup and Borrower Address Priority Setup.
- **\$\$SHIPTO:** To add the Ship to address to a purchase order. The \$\$SHIPTO variable must not contain trailing spaces. The information as defined in AFO 244 – Destinations – ShipTos will be used. You can choose to sort printed purchase orders by Ship to address (AFO 272 Generate new page when Ship to address changes).
- **\$\$ADRES:** When you don't use multiple addresses but just want the address from AFO 617, use the variable \$\$ADRES instead of \$\$SHIPTO.

When you select an already defined type of printout from the overview screen, the system will display a screen as shown in the example below immediately.



## Options on this screen

**Modify/display:** Select a line and click on this icon to edit the chosen part of the layout.

**Print:** The standard form for generating output will be presented. You can print the complete definition of the defined layout.

### Note:

This will not print a sample letter based on the layout, just a listing of all the definitions that have been made.

**Comment:** To add a free text explanation to this layout definition.

**Delete:** To delete the whole definition of this layout. You cannot delete lines from the 'Blocks' (or 'Columns') definition.

**Exchange places:** Select two lines from the 'Blocks' (or 'Columns') definition (by using mouse and the CTRL-key) to swap their positions. This can be useful when you have made a mistake, because you cannot delete lines from the 'Blocks' (or 'Columns') definition.

### Note:

Line 4 (**General structure**) determines the number of lines ('Blocks') or ('Columns') that will actually be printed. So more 'Blocks' (or 'Columns') can be defined than are set in this parameter. Make sure you amend this setting when you wish not to print all 'Blocks' (or 'Columns'). Again this can come in useful when you have made a mistake: use the **Exchange**

**places** option first to move a no longer required data element to the last position. Then decrease the number specified in **General structure**.

See the previous section for information on the various fields how to edit them.

### **Other options on the overview screen**

#### **Print for requestor (+)**

The procedure is identical to print for supplier.

#### **Print for staff (+)**

The procedure is identical to print for supplier.

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
1.0	unknown	creation	
2.0	August 2006	updates for release 2.4.1 build 17	
3.0	April 2007	improved bookmarks	
4.0	October 2007	added new option Email texts delivered as part of 2.4.2.4 updates	